

Senior Deputy, Communications

Compensation and Benefits

The annualized salary range for this position is \$60,662.16 -- \$97,059.12. The starting salary will depend on qualifications, salary history and career accomplishments. Specific salary placement will be based upon evaluation of a candidate's overall ability to provide exemplary leadership to the County. In addition, Los Angeles County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs.

Retirement Plan - The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pension will be limited under the Public Employees' Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 - that is, someone first employed by the County on or after December 1, 2012 - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. A new County employee hired after June 30, 2014, will be eligible to participate in the Los Angeles County Retiree Healthcare Benefits Program -Tier 2. Details on the Tier 2 program will be provided upon request.

Cafeteria Benefit Plan - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

Non-Elective Days - Ten paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401K) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Holidays - Eleven paid days per year.

VOLUNTARY STATE AND FEDERAL INFORMATION

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. All newly hired County of Los Angeles employees must sign a statement (Form SSA- 1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

Selection Process

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. **Note: A background investigation will be completed on the candidates recommended for this position.**

To Be Considered

Highly qualified candidates are invited to submit a cover letter, comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position, verification of degrees, and current salary information. Submission should include the following:

- Candidate's ability to meet the requirements as stated in the Qualifying Experience section of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

Please submit resume packages to the following e-mail address: **ExecutiveRecruitment@hr.lacounty.gov** and indicate the position title of **Sr. Deputy, Communications** in the subject line of your e-mail. First consideration will be given to candidates who apply on or before September 11, 2015.

Confidential inquiries welcomed to:

Bill Dukes
County of Los Angeles
Department of Human Resources
Talent Solutions Division
500 W. Temple Street, Room 555
Los Angeles, CA 90012
213.974.2454
Bill Dukes@hr.lacounty.gov

This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>

Make the County of Los Angeles
Your Employer of Choice



Career Opportunity
SENIOR DEPUTY, COMMUNICATIONS
Payroll title: Supervisor's Deputy II (UC)

Annual salary: \$60,662 — \$97,059

Filing period: August 24, 2015 until position is filled



The County of Los Angeles

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are thirty-two appointed positions that report directly to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2015-16, the County has an annual budget in excess of \$26 billion and funding for over 100,000 positions to serve its diverse population.

The Board of Supervisors

The Board of Supervisors fulfills three major powers in County government: executive, legislative and quasi-judicial.

In an executive capacity, the responsibilities of a County Supervisor to constituents who reside in unincorporated areas are similar to those of a mayor of an incorporated city. The supervisor is required to administer all local governmental services.

In its legislative role, the Board may adopt Ordinances and rules, both to control the administration of County government and to regulate public conduct within the unincorporated areas of the County.

Acting in a quasi-judicial capacity, the Board acts as an appeals board on zone exception cases of the Regional Planning Commission. It sits for hearings on County improvement districts and on appeals in licensing matters.

The Board of Supervisors is responsible for the adoption of an annual budget outlining the expenditures of all branches of the County on a fiscal-year basis. It also serves as the governing body of many special districts, including Flood Control and Fire Protection Districts. The Board supervises the activities of the Chief Executive Officer and all County departments, determines County and special district policies and sets salaries of County personnel.

Each supervisor has the responsibility of selecting citizens to serve on the various County commissions and committees.

In addition to the duties specifically assigned to the Board of Supervisors by law, each Board office acts as a liaison between the public and the many branches of government.

Supervisor Mark Ridley-Thomas

Since he was overwhelmingly elected in November 2008 and reelected in June 2012 to the Los Angeles County Board of Supervisors, Mark Ridley-Thomas has distinguished himself as a strong advocate for the Second District's nearly 2 million residents.

He has promoted the district's interests on a variety of fronts, including transportation, job creation, retention and local hiring. In the area of health policy, Supervisor Ridley-Thomas has overseen the construction of a new Martin Luther King Jr. Community Hospital, as well as a network of cutting edge healthcare facilities throughout the district; he has facilitated the use of technology and encouraged an integrated approach to wellness that includes mental health care and a prominent role for school-based clinics. His advocacy has helped secure an equitable share of funding for public-private partnership health clinics in underserved areas.

Prior to his election to the Board, Supervisor Ridley-Thomas served the 26th District in the California State Senate where he chaired the Senate's Committee on Business, Professions and Economic Development. He served as Chair of the California Legislative Black Caucus in 2008 and led the Caucus in unprecedented levels of cooperation and collaboration with counterparts in the Latino, and Asian-Pacific Islander Legislative Caucuses.

Mark Ridley-Thomas was first elected to public office in 1991 and served with distinction on the Los Angeles City Council for nearly a dozen years and departed as Council President pro Tempore. He later served two terms in the California State Assembly, where he chaired the Assembly Democratic Caucus. His legislative work addressed a broad range of issues with implications for economic and workforce development, health care, public safety, education, budget accountability, consumer protection and civic participation.

He is widely regarded as the foremost advocate of neighborhood participation in government decision-making. By virtue of his founding of the Empowerment Congress, arguably the region's most successful twenty three year experiment in neighborhood-based civic engagement, he is considered the founder of the Neighborhood Council movement.



Senior Deputy, Communications

The Senior Deputy for Communications is responsible for developing, organizing, and coordinating a comprehensive public information program for the Second Supervisorial District and general management of the Communications Team for the Second District Supervisor through recommendations, organization, and implementation of procedures, systems, programs, and activities that promote and maintain public relations for District-wide programs, services, or activities.

Key Responsibilities

Plans, organizes, manages, integrates and evaluates the work of Communications staff members.

Attends staff meetings to obtain information and advises management on the public relations impact of proposed activities and programs.

Develops and maintains an outlet through radio, television, internet/social media, and the press for announcements of District programs, services and activities and develops material to be presented.

Directs the communications team in the preparation of publicity releases and feature articles on District activities.

Plans and directs special events of a public relations nature.

Encourages and assists reporters and magazine writers in the development of special features and in the dissemination of information regarding the Supervisor and/or Second District.

Composes a variety of general and special information pamphlets concerning various phases of the Supervisor's departmental operations for distribution to the public.

Arranges radio and television appearances for the Supervisor and prepares supporting materials.

Contacts and works with representatives of other agencies, both public and private, in disseminating information concerning Second District services and activities with the ultimate goal being maximum public utilization and benefit of those services.

Arranges for speeches to be given by the Supervisor or personally makes speeches before various civic groups and organizations.

Reviews rough drafts of departmental reports, manuals, and directives for proper composition and considers public relations implications.

Reads technical and trade magazines, papers, and legislative bills for items of interest to or affecting the Supervisor.

Writes and edits all talking points to be utilized for the Supervisor at various speaking engagements.

Qualifying Experience

A Bachelor's degree or higher in Public Relations or Communications.

Five years of public relations and communications experience including the writing and placing of news and feature articles for various communication media.

Desirable Qualifications

- Experience establishing and maintaining liaison with legislative bodies, a variety of governmental jurisdictions and agencies, public interest, private sector, other organized groups and representatives of the media.

- Understanding of Board processes, Los Angeles County leadership structure, organization and functions.

- Demonstrate effective public information techniques.

- Ability to effectively analyze and manage highly complex issues.

- Leadership skills and the ability to handle multiple, highly sensitive programs and priorities concurrently.

- Knowledge of the implications of federal, state and local legislation and policy on Second District and Board policy positions, priorities, and initiatives.

- Work efficiently and effectively under pressure.

- Exercise judgment when speaking or acting on behalf of the Supervisor, in a manner consistent with the Supervisor's views.